



February 28, 2019

Sigma Phi Epsilon
Sent electronically to [REDACTED]

PERSONAL AND CONFIDENTIAL

Regarding Case Number: [REDACTED]

Dear [REDACTED]

Thank you for meeting with me today to review your chapter's outcome letter. Please let me know if you or your chapter have any questions.

Thanks,

Krystal Reeb
Associate Director

CC: Chapter Advisor - Rob Jech
Director of Sorority and Fraternity Life - Kim Monteaux De Freitas
Senior Director of Parent and Family Relations and Greek Life - Ryan Lovell

February 28, 2019

Sigma Phi Epsilon

PERSONAL AND CONFIDENTIAL

Regarding Case Number: [REDACTED]

Dear [REDACTED] and members of Sigma Phi Epsilon Fraternity,

I am writing with my decision in your conduct case. Your chapter accepted responsibility for the following violation of the Code of Student Conduct:

3335-23-04 (J): Alcohol: Use, production, distribution, sale, or possession of alcohol in a manner prohibited under law

Specifically, it is alleged that for approximately the last four years, your chapter violated Ohio State's Code of Student Conduct in the following manner:

- Chapter members pooled funds to purchase alcohol for chapter social events, where alcohol was provided to anyone in attendance; there was no regulation on the distribution of alcohol; and members and guests under the legal drinking age were served.

I considered the following factors in determining appropriate sanctions:

- Sigma Phi Epsilon's recent conduct history
- Sigma Phi Epsilon's cooperative spirit throughout the conduct process
- The severity of the violations when considered on a continuum
- Sigma Phi Epsilon's proposed sanctions

This outcome letter does not replace or nullify any sanctions or stipulations set forth by your organization's national headquarters, advisors, Sorority and Fraternity Life, the IFC, or The Ohio State University.

Disciplinary Sanction

Your chapter's disciplinary probation is effective immediately through December 15, 2019. Probation is a heightened state of warning that does not otherwise control or direct your chapter's functioning. Rather, probation supports the chapter's efforts to avoid additional violations, which could result in further disciplinary action including extended probation, suspension, or dismissal.

Educational Sanctions

Social Probation

I am placing your chapter on social probation effective immediately and concluding on March 31, 2019. During this time, I want your chapter to focus on reviewing your risk management policies and practices as suggested in your sanction recommendations.

Return of Social Host Privileges

Based on your sanction recommendation—beginning on April 1, 2019 through May 5, 2019, your chapter is limited to having a maximum of four (4) events where alcohol is present. These events may only occur at a third-party vendor where licensed and insured security is present.

During our conversations we discussed the risk your chapter puts itself in when members serve as security, (check IDs) and when members serve as bartenders. While on disciplinary probation (thru December 15, 2019), you must hire a trained and insured security service and third-party vendor/bartender for events put on by your chapter when alcohol will be available. Based on your recommendations, it appears this will become part of your common practice. However, if you choose to permit members to serve alcohol after your disciplinary probation period (thru December 15, 2019), these bartenders must be trained and certified. I encourage you to talk to Sorority and Fraternity Life about free training opportunities.

Risk Management Policy Review

Your chapter will conduct a risk management policy review in coordination with your Alumni Board, Chapter Advisor, and/or a National/Regional Representative(s).

Your chapter must submit a summary of the policy review to Student Conduct and the Director of Sorority and Fraternity Life before April 1, 2019 and/or before your first registered event where alcohol will be present. Please include the following in the summary:

- the name(s) and contact information of those individuals who assisted your chapter with the review
- an executive summary of the changes that were made through your review, and
- a detailed plan describing how your chapter will document risk management practices to prove compliance (e.g., taking pictures of the check-in table throughout the night, saving guest lists, receipts for paid security, not allowing alcohol to be served to individuals who did not bring their own alcohol).

You will schedule a meeting with me and a liaison from Sorority and Fraternity Life by May 31, 2019, after your last registered social event where alcohol is present, to review how your revised risk management policies were implemented (provide the evidence identified above) and what, if any, adjustments will be made to your risk management policies for the autumn 2019 semester.

- If all policies and procedures are followed during the spring 2019 semester your chapter will be permitted to return to having the number of social events with alcohol as identified by IFC and/or Sorority and Fraternity Life.
- If your chapter does not attend this meeting and/or all policies and procedures are not followed, further limitations may be placed on your chapter's ability to hold events where alcohol is present.

Continued Education

Your chapter proposed to hold two (2) presentations during chapter meetings that relate to the incident in question. The topic areas include:

- Risk Management and Policies
- Creating a Culture of Accountability and High Standards

I agree that this will be a good opportunity to educate your members on current practices and engage in meaningful dialogue. These presentations must be in addition to your mandatory Standards of Excellence requirements. You will need to work with Sorority and Fraternity Life, your Alumni Board, Chapter Advisor, and/or a National/Regional Representative(s) to organize and plan for your presentations. The presenters must be someone affiliated with one of these offices/groups or approved by Sorority and Fraternity Life.

Both presentations must be completed no later than May 5, 2019. After each presentation you will create a summary about the presentation and the dialogue your members had around the topic area. Your Chapter Advisor or a member of your Alumni Board must be present at these chapter meetings and sign off on your summary. Please attach a sign-in sheet to the summary to document that a minimum of 80% of your chapter was present.

Summary of Dates

Here is a summary of important dates found in this outcome:

- Disciplinary Probation: Effective immediately through December 15, 2019
- Social Probation: Effective immediately through March 31, 2019
- Return to Social Host Privileges:
 - April 1, 2019-May 5, 2019
 - Maximum of four (4) events where alcohol is available
 - Events must be at a third-party vendor with licensed and insured security
 - While on disciplinary probation (thru December 15, 2019), you must hire a trained and insured security service and third-party bartender for events put on by your chapter when alcohol will be available.
- Risk Management Policy Review:
 - Summary due April 1, 2019
 - Meeting to review implementation of risk management practices due May 31, 2019
- Continued Education
 - Signed presentation summaries and sign-in sheets, with 80% attendance, due no later than May 5, 2019

Requests

Your chapter president must submit requests for extensions or minor modifications to studentconduct@osu.edu. Requests must contain a detailed rationale for the request.

Staffing Change

Should Student Conduct no longer employ me, or if my role were to change, another staff member will monitor sanction completion. To account for such a change, please include studentconduct@osu.edu on all of the sanction items described in this letter.

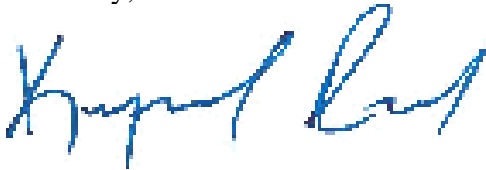
Appeal

Because your chapter accepted responsibility, you may only appeal on the basis that the disciplinary sanction imposed is grossly disproportionate to the violation committed. To do so, you must submit your appeal in writing, directed to the Senior Vice President for Student Life, no later than 4:00 p.m. on March 7, 2019. Use the online appeal form found at <https://go.osu.edu/appeals> to submit your appeal. You may also submit a written appeal using the form attached to this letter. Please turn in that signed form along with any relevant documentation to the Office of Student Conduct, 550 Lincoln Tower, 1800 Cannon Dr., Columbus, OH 43210, by the deadline. If you do not submit an appeal, this decision will be effective at the end of your appeal period.

Students are responsible for requesting accommodations when they feel they are needed. Should you need an accommodation based on the impact of a disability during the Student Conduct process, please contact the university's ADA Coordinator's office at 614-292-6207 (voice), 614-688-8605 (TTY), ada-osu@osu.edu, or visit <https://ada.osu.edu>. One week's notice will allow for seamless access. Should you need additional time in order to seek any appropriate accommodation, please contact me immediately.

If you have any questions concerning this matter, please do not hesitate to contact me at 614-292-0748 between 8:00 a.m. and 5:00 p.m. Monday through Friday.

Sincerely,



Krystal Reeb
Associate Director

STUDENT CONDUCT APPEALS

Student Appeals

- A student or organization found to have violated the Code of Student Conduct has the right to appeal the original decision. **The appeal is not intended to re-hear or re-argue the same case, and is limited to the specific grounds outlined below.** The appeal must state the specific grounds for the appeal and should include all supporting documentation. The appeal must be postmarked or hand delivered to the appropriate appeal officer, or sent via email, **by the deadline provided in the decision letter**, which is usually five (5) working days after the date on which notice of the decision is sent to the student. Each student or organization shall be limited to one appeal. **The decision of the appeal officer is final.**
- In cases involving charges relating to sexual harassment as defined in applicable university policy, the victim may appeal the original decision. Such charges include, but are not limited to, sexual misconduct and stalking.
- A student who (or organization that) has accepted responsibility (Administrative Disposition) for violating the Code of Student Conduct waives the right to appeal, except on the basis that the disciplinary sanction is grossly disproportionate to the violation(s) committed.
- Each party shall be limited to one appeal. The decision of the appeal officer is final.

Grounds for appeal

An appeal may be based only upon one or more of the following grounds:

1. Procedural error that resulted in material harm or prejudice to the student (i.e., by preventing a fair, impartial, or proper hearing). Deviations from the designated procedures will not be a basis for sustaining an appeal unless material harm or prejudice results;
2. Discovery of substantial new evidence that was unavailable at the time of the hearing, and which reasonably could have affected the decision of the hearing body; or
3. Disciplinary sanction imposed is grossly disproportionate to the violation(s) committed, considering the relevant aggravating and/or mitigating factors.

Non-attendance by the accused student may not be the sole grounds for an appeal. Dissatisfaction with a decision is not grounds for appeal.

Appeal Procedure

1. Complete the Appeal Request Form, including signing the form.
2. If applicable, attach supporting documentation.
3. Turn in the signed form and any added documentation to Student Conduct by the deadline. Student Conduct will ensure that the appeal officer receives the appeal and the record of the case.
4. Students neither meet with nor make oral presentations to the appeal officer, except at the request of the appeal officer in order to obtain relevant information.
5. Students who do not submit their appeals by the date/time specified in their decision letter waive their opportunity to appeal.
6. Students who do not provide information concerning the basis of their appeal waive their opportunity to an appeal.



APPEAL REQUEST FORM

Name: _____

Student ID#: _____

Phone: _____

Email: _____

I am the: _____accused student _____victim in a sexual harassment/violence case

I am basing my appeal on one or more of the following reasons [If you check a basis, you must provide facts, documentation or perspective that supports your appeal. It is important to provide information that is as detailed and accurate as possible, so that the appeal officer can make an informed decision regarding the appeal. You may attach additional sheets as needed].

_____1. Procedural error that resulted in material harm or prejudice to the student (i.e. by preventing a fair, impartial, or proper hearing). Deviations from the designated procedures will not be a basis for sustaining an appeal unless material harm or prejudice results.

Please identify the procedural error(s) that took place and how the error(s) prevented a fair, impartial or proper hearing.

_____2. Discovery of substantial new evidence that was unavailable at the time of the hearing, and which reasonably could have affected the decision of the hearing body.

Please describe the new evidence and, if appropriate and possible, attach it to this appeal. Indicate why the information was not provided at the time of the hearing. Also indicate why the information is sufficient to alter the original decision in the case.



____ 3. Disciplinary sanction imposed is grossly disproportionate to the violation(s) committed, considering the relevant aggravating and/or mitigating circumstances.

Please explain how the sanction is grossly disproportionate to the violation (i.e. unreasonably harsh or light, given all of the relevant circumstances).

I certify that the information presented in my appeal is accurate, to the best of my knowledge. I understand that providing false information is a violation of the Code of Student Conduct and subject to disciplinary charges.

Signature

Date

For Student Conduct Staff:

Received by:

Time

Date Stamp:

Delivered to Appeal Officer

Date